

# PLAT REVIEW COMMITTEE REQUIREMENTS AND PROCEDURES

## GENERAL INFORMATION

1. Surveyor shall submit all plats to the Engineering Division.
2. All plats submitted shall have a transmittal letter that must include the following:
  - Title of Plat
  - Firm/Surveyor Name and Address
  - Phone Number
  - Fax Number
  - Name of Contact Person
  - Email address of surveyor or contact person
3. The plat must have the firm's/surveyor's name, address, phone number and email address. The email address is needed to receive comments from the Plat Review Committee (PRC).
4. After first review by PRC, you will receive a plat tracking number issued by the Engineering Division.

**Note: All future inquiries regarding this plat must be referred to by the issued tracking number. This tracking number is for Engineering use only and not intended to be used for RMC inquiries.**

## PLATS SUBMITTED FOR FIRST REVIEW

1. All plats for first review submission shall have three (3) draft final prints for each plat.
2. Plats with numerous sheets shall have three (3) draft final prints per sheet.

**Note: Please do not send Mylars.**

## PLATS FOR REVISION REVIEW

1. Plats for revision review shall have the same requirements as the first review and shall also include a copy of the PRC email transmittal sheet from the previous review.

**Note: Please do not send Mylars.**

#### **PLATS FOR FINAL SUBMISSION/RECORDATION**

1. Plats for final submission recordation shall have six (6) final prints per plat.
2. Plats with numerous sheets shall have six (6) final prints per sheet.
3. A \$10.00 fee (check) is required for recording each plat.
4. Include a copy of the PRC email transmittal sheet stating ready to be recorded.
5. When requesting a copy for your use, please provide one (1) additional bond sheet for each plat. This sheet will receive an Engineering Division approval stamp and a recordation stamp from the RMC Office.

***Please make checks payable to Charleston County RMC Office or Berkeley County, if applicable.***

#### **RECORDED PLAT**

1. Once the plat has been recorded by the RMC Office, your firm will be notified by the Engineering Division via telephone and email stating the book and page number and date recorded.